# Guide to CTE Licensure

# Table of Contents

[General Guidance for All Applicants 3](#_Toc54940696)

[Overview of CTE in Oregon 3](#_Toc54940697)

[Oregon CTE Licensure Pathways 3](#_Toc54940698)

[CTE Endorsements 4](#_Toc54940699)

[Working with a CTE Regional Coordinator and/or District Coordinator 5](#_Toc54940706)

[Definitions 7](#_Toc54940709)

[SECTION 1: Guidance for Applicants Coming Directly from Business and Industry 9](#_Toc54940710)

[Contacting your CTE Regional and/or District Coordinator 9](#_Toc54940711)

[Restricted CTE Application Requirements 9](#_Toc54940712)

[Work Experience Requirements 9](#_Toc54940713)

[Education Requirements 10](#_Toc54940714)

[The Role of the Instructor Appraisal Committee 11](#_Toc54940715)

[Professional Development Plans 12](#_Toc54940716)

[Applying for a Restricted CTE License with the Teacher Standards and Practices Commission (TSPC) 13](#_Toc54940717)

[Renewal of the Restricted CTE License 13](#_Toc54940718)

[SECTION 2: Guidance for Applicants Adding a CTE Endorsement to a Current Oregon Teaching License 15](#_Toc54940721)

[Contacting your CTE Regional or District Coordinator 15](#_Toc54940722)

[CTE Endorsement Application Requirements 15](#_Toc54940723)

[Work Experience Requirements 15](#_Toc54940724)

[Education Requirements 16](#_Toc54940725)

[The Role of the Instructor Appraisal Committee 17](#_Toc54940726)

[Professional Development Plans 18](#_Toc54940727)

[Applying to Add a CTE Endorsement with the Teacher Standards and Practices Commission (TSPC) 18](#_Toc54940728)

[License for Conditional Assignment 19](#_Toc54940729)

[SECTION 3: Guidance for Applicants Holding a CTE License in Another State 21](#_Toc54940732)

[Contacting your CTE Regional or District Coordinator 21](#_Toc54940733)

[Reciprocal CTE License Application Requirements 21](#_Toc54940734)

[Applying with the Teacher Standards and Practices Commission (TSPC) 22](#_Toc54940735)

[SECTION 4: Guidance for Applying for a Preliminary CTE License 23](#_Toc54940736)

[Contacting your CTE Regional or District Coordinator 23](#_Toc54940737)

[Preliminary CTE Application Requirements 23](#_Toc54940738)

[Applying with the Teacher Standards and Practices Commission (TSPC) 23](#_Toc54940739)

[SECTION 5: Guidance for Applying for a Professional CTE License 24](#_Toc54940740)

[Professional CTE Application Requirements 24](#_Toc54940741)

[Applying with the Teacher Standards and Practices Commission (TSPC) 25](#_Toc54940742)

# General Guidance for All Applicants

## Overview of CTE in Oregon

**Career and Technical Education (CTE)** is content, programs, and instructional strategies based on business and industry skill sets and needs. Instruction incorporates standards-based academic content, technical skills, and workplace behaviors necessary for success in careers of the 21st century. CTE incorporates applied learning that contributes to the individual’s development of higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship.

CTE comprises programs offered in six career areas:  **Agriculture, Food, and Natural Resource Systems; Arts, Information and Communications; Business** **and Management; Health Sciences; Human Resources;** and **Industrial and Engineering Systems**.  CTE educators provide intentional programs in high wage, in-demand areas, preparing and supporting students in acquiring the technical skills, professional practices, and academic knowledge critical for success in highly-skilled careers.

CTE [**Programs of Study (POS)**](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Teacher-Licensure.aspx)are designed by secondary and postsecondary partners to be a series of complete, yet non-duplicative, career-focused courses. Programs of Study emphasize employability skills acquired in applied career content. A Program of Study describes an arc of education and related experiences that begins with foundational, career-related learning and culminates in related postsecondary learning and/or progression to a related career.

CTE teachers play a critical role in supporting students in grades 6 through 12 as they explore and develop their career interests while building essential skills that will enhance their future career and education success.

## Oregon CTE Licensure Pathways

The CTE licensure/application is a **two-part** process in Oregon. Applicants for CTE licenses apply both with the **Oregon Department of Education (ODE)** and the **Teacher Standards and Practices** **Commission (TSPC).** In addition to completing one of the application types described below, applicants for CTE licenses must apply directly to TSPC for the license or endorsement they seek. Failing to apply to TSPC for the license or endorsement will result in an incomplete process.

* [**Applying directly from Business and Industry**](#_heading=h.f62pur873tg9)

Applicants from Business and Industry who are eligible for CTE licensure apply for the **Restricted CTE License** in the career area for which they are qualified to teach**.** The Restricted CTE Teaching License qualifies its holder to teach in an ODE-approved Career and Technical Education Program of Study in an Oregon school district, education service district, or charter school assignment. The Restricted CTE Teaching License is issued to qualified individuals who have at least an associate degree or equivalent, and relevant and documented industry work experience, but have not completed a teacher preparation program.

* [**Adding a CTE endorsement to a current Oregon teaching license**](#_heading=h.kc2j1f2x4gdd)

Applicants holding a current Oregon teaching license may apply for a **CTE Endorsement** in the career area for which they are qualified to teach. Only Commission-adopted CTE endorsements may be added to teaching licenses. To add an endorsement to an existing teaching license, the applicant must complete the ODE-approved CTE application process, which may include completion of a CTE Professional Development Plan. ODE may require the licensed teacher to complete additional work experience or education through the CTE Professional Development Plan and the License for Conditional Assignment (LCA) process.

* [**Applying with a CTE license from another state**](#_heading=h.u6214soj5tsq)

Applicants holding a non-CTE (regular) teaching license *OR* a CTE teaching license with CTE endorsement(s) from another state must complete the ODE Reciprocal CTE application process. Upon completion of the ODE CTE application process, the applicant may be eligible for the Restricted CTE, Preliminary CTE, or Professional CTE license, depending on the individual qualifications.

## CTE Endorsements

### Agriculture, Food and Natural Resource Systems CTE endorsements include:

* Agriculture Science and Technology
* Natural Resources Management
* Environmental Services

### Arts, Information and Communications CTE endorsements include:

* Publishing and Broadcasting
* Information and Communications Technology
* Visual, Performing and Media Arts

### Business and Management CTE endorsements include:

* Business Management and Administration
* Finance
* Hospitality and Tourism
* Marketing
* Culinary

### Health Sciences CTE endorsements include:

* Health Sciences
* Biotechnology and Research
* Therapeutic and Diagnostic Services

### Human Resources CTE endorsements include:

* Education and Related Fields
* Government and Public Administration
* Human Services
* Public Services

### Industrial and Engineering Systems CTE endorsements include:

* Construction Technology
* Engineering Technology
* Transportation Technology
* Manufacturing Technology

## Working with a CTE Regional Coordinator and/or District Coordinator

### Regional Coordinators Support CTE Programs and Teachers by:

* Providing technical assistance and facilitation with CTE licensure and Program of Study needs or requirements.
* Collaborating with district administrators and HR offices in the hiring process for CTE teachers.
* Coordinating meetings between secondary and postsecondary partners and business advisory committees to facilitate alignment and articulation.
* Guiding and supporting the CTE Licensure and Program of Study application process.
* Representing their region at state meetings and collaborating with CTE colleagues around the state.

*Note that Regional Coordinators who manage regional consortia have additional duties related to the annual Perkins grant application, reporting and fiscal processes.*

### School Based CTE Administrators Support CTE Programs and Teachers by:

* Complying with federal, state, and—if applicable—local assurances and fiscal requirements.
* Overseeing the professional development of CTE instructors and ensuring they are meeting requirements before expending funds.
* Providing ODE all requested data regarding CTE students and programs.
* Facilitating master schedules to ensure that students are able to access the sequence of courses needed to complete a Program of Study with high quality instruction.
* Offering dual credit, industry recognized credentials, and/or other opportunities for students to demonstrate their skills, all of which help to provide smooth transitions.

*Note that administrators who receive direct Perkins grants have additional duties related to the annual Perkins grant application, reporting, and fiscal processes.*

#

# Definitions

**Approved Career and Technical Education (CTE) Program -** A CTE program, approved by the Oregon Department of Education (ODE).

**Business and Industry Work Experience -** Previous and documented work experience or planned and coordinated industry experience. Candidates for CTE licensure must complete at least 2,000 hours of relevant and documented industry work experience in the requested CTE endorsement area. Such experience may include employment, internships, or volunteer experience.

**Instructor Appraisal Committee (IAC) -** A committee organized locally to evaluate and assess how the teacher candidate can best fill the instructor role in the local CTE Program of Study. The IAC is involved in the licensure process to help determine what professional development, educational courses/experiences, and/or industry experience the teacher may need to be successful in that program. The IAC is composed of industry professionals that are involved at the advisory committee level of the local program or the aligned or articulated community college. These individuals are heavily involved in the industry and understand the industry standards that should be met by the program.

**Mentor -** A teacher holding a Preliminary, Professional, or Teacher Leader teaching license who guides and supports a novice teacher holding a Restricted CTE Teaching License with instructional planning and preparation, delivery of classroom instruction, classroom management, assessment of student performance, and professional development. The assigned mentor is approved by ODE on the CTE licensure application.

**Planned and Coordinated Work Experiences -** Activities prescribed by the Instructor Appraisal Committee, designed to give the applicant the requisite knowledge and skills of the industry directly related to the CTE Program of Study in which they will be teaching. These activities should provide the necessary time and practice to allow the teacher the ability to teach the appropriate technical skills to students.

**Professional Development Plan (PDP) -** A plan for professional development that prepares and develops the applicant for CTE instructional assignments. The plan must be developed and completed as provided in OAR 584-230-0070, CTE Professional Development Plans.

**Regional CTE Coordinator -** An individual hired by a local educational agency or community college and officially recognized by the Oregon Department of Education (ODE) to specifically coordinate the ODE-approved regional system of Career and Technical Education (CTE).

**Significant Progress -** Significant progress toward completion of CTE Professional Development Plan requirements means the applicant has made a confirmed commitment in each year the license is held toward completing the CTE Professional Development Plan submitted upon application to TSPC. Fifty percent of required coursework/work experience must be completed by the end of Year 2.

**Waivers -** As provided in OAR 584-230-0100, the Instructor Appraisal Committee may recommend a waiver of the industry work experience or the associate degree requirements for the Restricted CTE license. The waiver recommendation must include the basis for the recommendation.

# SECTION 1: Guidance for Applicants Coming Directly from Business and Industry

## Contacting your CTE Regional and/or District Coordinator

The first step in the licensure process is to contact the [**Regional Coordinator**](https://www.oregon.gov/tspc/LIC/Pages/Testing.aspx) assigned to the region of the state in which you want to teach.  Generally, applicants will have been offered and accepted a job from a sponsoring school district, and the administration will provide the introduction to the Regional Coordinator.  However, individuals from business and industry who want to teach in a CTE classroom may contact their nearest Regional Coordinator for advice on how to get started.

Regional Coordinators assist applicants with the CTE licensure process, which includes:

* Completing the [**Restricted CTE License Application**](https://apps.oregon.gov/TSPC/eLicense)**.**
* Acquiring the Instructor Appraisal Committee’s (IAC) recommendation for licensure on an approved ODE form.
* Obtaining a copy of the signed CTE Professional Development Plan (PDP) indicating the expectations for the CTE teacher over the three years of the license.
* Documenting the name and credentials of the identified CTE mentor.
* Attaching transcripts of an associate degree or higher AND documented business and industry work experience.

## Restricted CTE Application Requirements

The Restricted CTE Teaching License qualifies a teacher to teach in an ODE-approved CTE Program of Study in an Oregon school district, education service district, or charter school assignment. The Restricted CTE Teaching License is issued to qualified individuals who have at least an associate degree or equivalent, and relevant and documented industry work experience, but have not completed a teacher preparation program.

The Restricted CTE Teaching License requires sponsorship of an ODE-approved sponsor. Sponsors may include public schools and districts, charter schools, education service districts, postsecondary institutions, private prekindergarten through grade 12 schools, and other entities as approved by ODE.

### Work Experience Requirements

CTE licensure is designed for teachers in high school CTE Programs of Study preparing students for specific career areas, and places a strong emphasis on business and industry work experience. To qualify for a Restricted CTE license, applicants must show recent and relevant knowledge of a significant portion of the industry in which they want to teach. Requirements for industry experience are:

* Documented work experience of at least 2,000 hours of verifiable employment, internship, or volunteer experience in a career field specifically related to the applicant’s teaching focus; **OR**
* Related industry certification or licensure; **OR**
* A waiver of the work experience requirement recommended by the IAC, dated and signed within 90 days of the date of application to ODE. The waiver, which is advisory only, must include the basis for the recommendation, including:
	+ The applicant’s work experience or training justifying waiver of the work experience requirement for the Restricted CTE teaching license.
	+ The IAC’s recommendations related to the CTE Professional Development Plan.
	+ A signed copy of the CTE Professional Development Plan.

### Education Requirements

Because CTE teachers are expected to have extensive industry experience, their education requirements can look different from teachers trained in a university educator preparation program. Education requirements for a Restricted CTE license are as follows:

* All applicants must show evidence they have obtained or will obtain all of the following specific college-level coursework:
	+ Three quarter hours or two semester hours of college-level math at or above the level required by the industry related to the applicant’s endorsement and identified by the Instructor Appraisal Committee; **AND**
	+ Three quarter hours or two semester hours of college-level language arts or speech at the one hundred level or higher as identified by the IAC.
* If a CTE licensure applicant has at least a bachelor’s degree or higher and has completed an accredited CTE teacher preparation program, no further educational requirements are needed.
* If an applicant has at least an associate degree or higher but has not completed an approved CTE teacher preparation program, the applicant will need to complete 18 quarter credit hours or 12 semester credit hours of teacher preparation courses during the three years of the Restricted License. These courses can be taken from any [approved CTE teacher preparation program or any accredited community college offering similar course titles,](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Network.aspx) as long as the course objectives and outcomes align. The credit hours (at least three quarter hours or two semester hours each) must include:
	+ Introduction to Career and Technical Education in Oregon;
	+ Classroom Management;
	+ Culturally Responsive Practices, including responsiveness to the instructional needs of students from historically underrepresented, underserved communities; students from all socio-economic situations; and students who require special education services;
	+ Human Development for adolescent and older children;
	+ Curriculum Design, Instructional Strategies and Assessment; **AND**
	+ At least three quarter hours or two semester hours in Instructional Methodology in how to teach mathematics to secondary learners; **OR**
	+ At least three quarter hours or two semester hours in Instructional Methodology in how to teach reading or writing and literacy to secondary learners.
* If an applicant does not have an associate degree or higher, the Instructor Appraisal Committee may recommend a waiver for the associate degree requirement. The IAC’s recommendation for waiver is advisory only and may be denied by ODE. The waiver recommendation must include:
	+ The applicant’s applicable academic preparation justifying the waiver of the associate degree requirement for the teaching license;
	+ The IAC’s recommendation related to the Professional Development Plan that must meet all of the education requirements listed above; **AND**
	+ A signed copy of the Professional Development Plan.

*Note that the Instructor Appraisal Committee may recommend requirements in addition to those described above if they determine additional education would best prepare an applicant for success.*

## The Role of the Instructor Appraisal Committee

The Instructor Appraisal Committee (IAC) is a group of industry and education experts appointed by the sponsoring school district to evaluate applicants for CTE licensure education and work experience related to the specific career area in which they will teach, and make specific recommendations for professional development. These recommendations are documented in the form of a Professional Development Plan that guides applicants through the first three years of teaching. General guidelines for Instructor Appraisal Committees are:

* A minimum of five members is required.
* At least two members must be in education. Education representatives may be from public or private secondary or postsecondary institutions. The educators must possess current and substantial knowledge of pedagogy, instructional practices, assessment practices, classroom management, and educational policy. Secondary representatives must hold a valid TSPC license. Postsecondary representatives should be from the applicant’s endorsement program area.
* Business and industry representatives may either be employees or employers of the business or industry related to the CTE program area to be taught. The representative should possess current, relevant, and substantial knowledge of the technical and environmental requirements, and the standards of behavior required, of the specific business or industry.
* Membership includes a district administrator or CTE Director as an official member.
* Membership includes at least one advisory committee member for the Program of Study.
* The Regional Coordinator or appropriate ODE program specialist is to serve as the facilitator for the IAC.

*Note that the district may appoint non-voting ex-officio members if needed.*

## Professional Development Plans

The Professional Development Plan (PDP) is a document created by the IAC that outlines education and/or work experience requirements to be completed by the applicant over the three years of a Restricted CTE License. This plan is designed to be a collaborative effort among the school district, the applicant, Regional Coordinator, and the IAC. The PDP must:

* Be signed by both the district and the applicant. The employing school district will keep a copy and track progress of the plan to be reported to TSPC at the time of license renewal.
* Include assurance that the district has assigned an appropriately licensed administrator to monitor the progress and timely completion of the PDP. The administrator must be identified in the application materials.
* Include assurance that the district has assigned and identified an appropriately trained mentor.
* Include all activities identified by the IAC that address relevant CTE professional development needs, including verifiable work experience, and coursework that specifically relates to CTE.

## Applying for a Restricted CTE License with the Teacher Standards and Practices Commission (TSPC)

Applying for a Restricted CTE License requires applying with both the Oregon Department of Education (ODE) and the Teacher Standards and Practices Commission (TSPC), which is the educator licensing agency in the state. A completed TSPC application must be submitted directly through the [**eLicensing portal**](https://apps.oregon.gov/TSPC/eLicense)**.**  New applicants use the Sign Up button to create a username and password to begin the process. Once logged in, applicants use the “Submit New Application" button and follow instructions.

In addition to submitting the ODE application through the process described in the previous section, an applicant for CTE licensure must:

* Obtain a passing score on a Commission-approved test of knowledge of U.S. and Oregon civil rights and professional ethics;
* Complete a background clearance that includes:
	+ Furnishing fingerprints, if required;
	+ Providing satisfactory responses to character questions in the form and manner prescribed by the Commission; and
* Submit a complete and correct application through[**eLicensing**](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Teacher-Licensure.aspx)**,** including payment of all required fees.

## Renewal of the Restricted CTE License

### Timeline

* For applications received from July 1 through December 31, the first Restricted CTE Teacher License is valid through June 30 of the school year for which it is issued.
* For applications received from January 1 through June 30, the first Restricted CTE Teacher License is valid through June 30 of the following school year unless otherwise requested by the sponsoring district.
* All subsequent Restricted CTE teaching licenses will expire on June 30.

### Application for Renewal

To be eligible for the first reissue of a Restricted CTE Teaching License, an applicant must submit the following to TSPC through the [**eLicensing portal**](https://apps.oregon.gov/TSPC/eLicense):

* A renewal application, including payment of all required fees.
* A statement from the sponsor on organization letterhead that verifies:
	+ the applicant continues to be sponsored by an ODE-approved sponsor. If the applicant is employed in a CTE teaching position, the sponsor must be the employing school, district, college or other institution; and
	+ the applicant is on target to meet the qualifications for the Preliminary CTE Teaching License by the end of the final term (after second reissue) of the Restricted CTE Teaching License. (Districts use a PEER form to submit annual professional development activities.)
* The names of the supervisory administrator and CTE mentor, if the applicant is employed in a CTE teaching position.

To be eligible for the second reissue of a Restricted CTE Teaching License, an applicant must submit:

* A renewal application, including payment of all required fees.
* A statement from the sponsor on organization letterhead that verifies:
* the applicant continues to be sponsored by an ODE-approved sponsor. If the applicant is employed in a CTE teaching position, the sponsor must be the employing school, district, college, or other institution; and
* the applicant has completed more than 50 percent of the approved Professional Development Plan in order to meet the qualifications for the Preliminary CTE Teaching License by the end of the final term (after second reissue) of the Restricted CTE Teaching License. (Districts use a PEER form to submit annual professional development activities.)
* The names of the supervisory administrator and CTE mentor, if the applicant is employed in a CTE teaching position.

Upon expiration of the final term (after second reissue) of the Restricted CTE Teaching License, a teacher must meet all the requirements of the [**Preliminary CTE Teaching License**](#_SECTION_4:_).  The educator may apply for the Preliminary CTE Teaching License at any time Restricted CTE License requirements are met prior to the expiration of the final term of that license.

# SECTION 2: Guidance for Applicants Adding a CTE Endorsement to a Current Oregon Teaching License

## Contacting your CTE Regional or District Coordinator

The first step in adding a CTE endorsement to your license is to contact the [**Regional Coordinator**](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Teacher-Licensure.aspx) assigned to the region of the state in which you want to teach.

Regional Coordinators assist applicants with the CTE licensure process, which includes:

* Completing the [**CTE Endorsement Application**](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Teacher-Licensure.aspx)**.**
* Collaborating with local administrators to acquire the Instructor Appraisal Committee’s (IAC) recommendation for licensure on an approved ODE form.
* Obtaining a copy of the signed CTE Professional Development Plan (PDP), if applicable, indicating the expectations for the CTE teacher over the three years of the license.
* Documenting the name and credentials of the identified CTE mentor.
* Documenting business and industry work experience.

## CTE Endorsement Application Requirements

The purpose of a Career and Technical Education (CTE) endorsement on a license is to indicate the CTE career areas for which a teacher is authorized to teach. Only TSPC-adopted CTE endorsements may be added to teaching licenses.

To add an endorsement to an existing teaching license, the applicant must complete the ODE-approved CTE application process, which may include completion of a CTE Professional Development Plan. ODE may require the licensed teacher to complete additional work experience or education through the CTE Professional Development Plan and the License for Conditional Assignment process.

### Work Experience Requirements

CTE licensure is designed for teachers in high school CTE Programs of Study preparing students for specific career areas, and places a strong emphasis on business and industry work experience. To qualify to add a CTE endorsement, applicants must show recent and relevant knowledge of a significant portion of the industry in which they want to teach. Requirements for industry experience are:

* Documented work experience of at least 2,000 hours of verifiable employment, internship, or volunteer experience in a career field specifically related to the applicant’s teaching focus; **OR**
* Related industry certification or licensure; **OR**
* A waiver of the work experience requirement recommended by the IAC, dated and signed within 90 days of the date of application to ODE. The waiver, which is advisory only, must include the basis for the recommendation, including:
	+ The applicant’s work experience or training justifying waiver of the work experience requirement for the Restricted CTE teaching license.
	+ The IAC’s recommendations related to the CTE Professional Development Plan.
	+ A signed copy of the CTE Professional Development Plan.

Candidates for CTE endorsements who do not have at least 2,000 hours of relevant and documented industry work experience in the requested CTE endorsement area may be required to complete a Planned and Coordinated Work Experience, which must comprise at least 667 hours of employment, internship, or volunteer experience. A Planned and Coordinated Work Experience equals three hours of Previous and Documented Work Experience, and may be combined with previous and documented industry-related work hours to meet the work experience requirements.

Planned and Coordinated Work Experiences must be included in the Professional Development Plan recommended by the Instructor Appraisal Committee, and designed to increase business and industry knowledge and skills specifically related to the applicant’s endorsement area.

*Note that alternatives to 2,000 hours of work experience requirement may include related industry certification or licensure OR related technical courses from an accredited community college or other accredited institution. One technical course credit is equal to 20 hours of industry experience.*

### Education Requirements

If an applicant has not completed an approved CTE teacher preparation program, the applicant may be required to take additional coursework as outlined in OAR 584-230-0070. These courses can be taken from any [approved CTE teacher preparation program or any accredited community college offering similar course titles,](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Network.aspx) as long as the course objectives and outcomes align. Required coursework for CTE licenses includes:

* Introduction to Career and Technical Education in Oregon;
* Classroom Management;
* Culturally Responsive Practices, including responsiveness to the instructional needs of students from historically underrepresented, underserved communities; students from all socio-economic situations; and students who require special education services;
* Human Development for older children and adolescents;
* Curriculum Design, Instructional Strategies and Assessment; **AND**
* At least three quarter hours or two semester hours in Instructional Methodology in how to teach mathematics to secondary learners; **OR**
* At least three quarter hours or two semester hours in Instructional Methodology in how to teach reading or writing and literacy to secondary learners.

*Note that it is likely that currently licensed teachers will not need more than the Introduction to CTE in Oregon.*

## The Role of the Instructor Appraisal Committee

The Instructor Appraisal Committee (IAC) is a group of industry and education experts appointed by the school district to evaluate applicants for CTE licensure education and work experience related to the specific career area in which they will teach, and make specific recommendations for professional development. These recommendations are documented in the form of a Professional Development Plan. General guidelines for Instructor Appraisal Committees are:

* A minimum of five members is required.
* At least two members must be from business and industry. Representatives may either be employees or employers of the business or industry related to the CTE program area to be taught. The representative should possess current, relevant, and substantial knowledge of the technical and environmental requirements, and the standards of behavior required, of the specific business or industry.
* Education representatives may be from public or private secondary or postsecondary institutions. The educators must possess current and substantial knowledge of pedagogy, instructional practices, assessment practices, classroom management, and educational policy. Secondary representatives must hold a valid TSPC license. Postsecondary representatives should be from the applicant’s endorsement program area.
* Membership includes a district administrator or CTE Director as an official member.
* Membership includes at least one advisory committee member for the Program of Study.
* The Regional Coordinator or appropriate ODE program specialist is to serve as the facilitator for the IAC.
* The district may appoint non-voting ex-officio members if needed.

*Note that pursuant to OAR 584-230-0080, the ODE may certify industry work experience pursuant to this rule in lieu of the IAC process. A Commission-approved Oregon educator preparation program may certify work experience pursuant to this rule for pre-service candidates applying for a Preliminary Teaching License with a CTE endorsement.*

## Professional Development Plans

The Professional Development Plan (PDP) is a document created by the IAC that outlines education and/or work experience requirements to be completed by the applicant for a CTE endorsement. This plan is designed to be a collaborative effort among the school district, the applicant, Regional Coordinator, and the IAC. The PDP must:

* Be signed by both the district and the applicant. The employing school district will keep a copy and track progress of the plan to be reported to TSPC at the time of license renewal.
* Include assurance that the district has assigned an appropriately-licensed administrator to monitor the progress and timely completion of the PDP. The administrator **must** be identified in the application materials.
* Include assurance that the district has assigned and identified an appropriately trained mentor.
* Include all activities identified by the IAC that address relevant CTE professional development needs, including verifiable work experience, and coursework that specifically relates to CTE.

## Applying to Add a CTE Endorsement with the Teacher Standards and Practices Commission (TSPC)

Adding a CTE Endorsement to your license requires applying with both the Oregon Department of Education (ODE) and the Teacher Standards and Practices Commission (TSPC). In addition to submitting the ODE application described above, a completed TSPC application must be submitted directly through the [**eLicensing portal**](https://apps.oregon.gov/TSPC/eLicense).Once logged in, applicants follow instructions to add the endorsement using the “Submit New Application” button (unless professional development requirements result in the application for a License for Conditional Assignment, as described in the next section). The [**eLicensing Tutorial**](https://www.oregon.gov/tspc/LIC/Pages/eLicensing-Tutorial.aspx) web page provides additional information. Please check with your regional or district coordinator to confirm the correct endorsement to be added.

## License for Conditional Assignment

An Oregon school district may request a License for Conditional Assignment (LCA) for any educator holding a Preliminary, Professional, Teacher Leader, Legacy, or Reciprocal teaching license. In the case of adding a CTE endorsement, the purpose of an LCA is to allow a school district to request that an educator be allowed to teach in an endorsement area for which the educator is not authorized until certain professional development requirements are completed.

It is common for a teacher adding a CTE endorsement to hold an LCA while the education requirement of an Introduction to CTE is being completed, or while additional work experience is accrued.

An LCA requires sponsorship by the employing school district, as provided below:

* A district must apply for an LCA by October 31 for the fall term; thereafter, the LCA must be applied for within two weeks after the assignment has begun.
* A district must provide professional assistance specific to the assignment for the educator during the first year of the conditional.
* The LCA is restricted to use within the sponsoring district.

### Applying for the first LCA:

To be eligible for an LCA, an applicant must:

* Hold an active and valid qualifying non-provisional Oregon license;
* Receive approval from ODE for an endorsement application with Professional Development Plan recommended by an IAC;
* Provide a statement from sponsoring district that requests the LCA be authorized and that assures the district will provide professional assistance to the educator; and
* Submit an application through the [**eLicensing portal**](https://www.oregon.gov/tspc/LIC/Pages/default.aspx), including payment of all required fees.

### Renewing/Extending the LCA:

The LCA is not renewable, but must be reauthorized. To be eligible for the first reauthorization of the LCA, an applicant must:

* Hold an active and valid qualifying non-provisional Oregon license.
* Provide a statement from sponsoring district that:
	+ Requests the LCA be reauthorized.
	+ Assures the district will continue to provide professional assistance to the educator.
	+ Assures the educator is on target to meet the qualifications for the endorsement or license by the end of the educator’s eligibility for LCA authorizations.
* Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees.

To be eligible to apply for the second reauthorization of the LCA, an applicant must:

* Hold an active and valid qualifying non-provisional Oregon license.
* Provide a statement from sponsoring district requesting the LCA.
* Provide a statement from sponsoring district that:
	+ Requests the LCA be reauthorized.
	+ Assures the district will continue to provide professional assistance to the educator.
	+ Assures the educator is on target to meet the qualifications for the endorsement or license by the end of the educator’s eligibility for LCA authorizations.
* Submit a complete and correct application in the form and manner required by the Commission, including payment of all required fees.

After the final LCA has expired, the educator must have completed all requirements necessary to add the CTE endorsement.

# SECTION 3: Guidance for Applicants Holding a CTE License in Another State

## Contacting your CTE Regional or District Coordinator

If you know where you will apply for a CTE position in Oregon, contact the [**Regional Coordinator**](https://www.oregon.gov/tspc/LIC/Pages/default.aspx) assigned to the region of the state in which you want to teach.

Regional Coordinators assist applicants with the CTE licensure process, which includes:

* Assistance with completing the application.
* Acquiring the Instructor Appraisal Committee’s (IAC) recommendation for licensure on an approved ODE form, if required to obtain an Oregon CTE license.
* Obtaining a copy of the signed CTE Professional Development Plan (PDP), indicating the expectations for the CTE teacher.
* Documenting the name and credentials of the identified CTE mentor.
* Documenting business and industry work experience.

If you do not have a position in mind, please contact [margaret.mahoney@ode.state.or.us](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Teacher-Licensure.aspx) with application questions.

## Reciprocal CTE License Application Requirements

An [**Oregon Reciprocal Teaching License**](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Network.aspx) allows you to teach in Oregon for one year while you work on qualifying for an Oregon Preliminary or Professional Teaching license. For more information on applying for an Oregon teaching license from out of state, please contact the Teacher Standards and Practices Commission at [www.oregon.gov/tspc](http://www.oregon.gov/tspc).

To apply for a CTE license from out-of-state, you must complete [**the CTE Reciprocal License Application for Out-of-State Applicants**](https://apps.oregon.gov/TSPC/eLicense) and include:

* Business and industry experience verification
* Education experience verification
* Required signatures
* [**Oregon and US Civil Rights Exam**](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Network.aspx)
* Copy of Out-of-State license

## Applying with the Teacher Standards and Practices Commission (TSPC)

Obtaining an Oregon CTE license requires applying with both the Oregon Department of Education (ODE) and the Teacher Standards and Practices Commission (TSPC). In addition to submitting the ODE application described above, a completed TSPC application must be submitted directly through the [**eLicensing portal**](https://apps.oregon.gov/TSPC/eLicense)**.**  Once logged in, applicants follow instructions to apply for the license. If endorsements available do not reflect a direct match, please choose the endorsement label closest to your existing license.

# SECTION 4: Guidance for Applying for a Preliminary CTE License

The Preliminary Career and Technical Education (CTE) Teaching License qualifies its holder to teach in an ODE-approved Career and Technical Education program(s). The Preliminary CTE License is issued to new teachers who have successfully completed requirements of the Restricted CTE Teaching License. The Preliminary CTE Teaching License is valid for three years and is renewable. The license may be renewed continuously until the applicant has met both the advanced competencies and experience requirements for the Professional CTE Teaching License.

## Contacting your CTE Regional or District Coordinator

The first step in applying for your Preliminary CTE License is to contact your [**CTE district or regional coordinator**](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Teacher-Licensure.aspx)**.**

Regional Coordinators assist applicants with the CTE licensure process, which includes:

* Completing the [**CTE Preliminary License Application.**](https://www.oregon.gov/ode/learning-options/CTE/TLCresources/Pages/CTE-Teacher-Licensure.aspx)
* Verifying the CTE Professional Development Plan (PDP), indicating the expectations for the CTE teacher over the three years of the Restricted License have been met.

## Preliminary CTE Application Requirements

To be eligible for a Preliminary CTE License, an **application** must provide evidence of completion of the Professional Development Plan required during the life of the applicant’s Restricted CTE License.

## Applying with the Teacher Standards and Practices Commission (TSPC)

Obtaining a Preliminary CTE license requires applying with both the Oregon Department of Education (ODE) and the Teacher Standards and Practices Commission (TSPC). In addition to submitting the ODE application described above, a completed TSPC application must be submitted directly through the [**eLicensing portal**](https://www.oregon.gov/tspc/LIC/Pages/Out-of-State.aspx)**.**  Once logged in, applicants follow instructions to apply for the license.

# SECTION 5: Guidance for Applying for a Professional CTE License

The Professional CTE Teaching License is a license that qualifies its holder to teach courses in an ODE-approved Career and Technical Education Program of Study. The Professional CTE Teaching License signifies that the educator is an experienced teacher who has successfully demonstrated an *advanced level* of educator knowledge, skills, and dispositions. The Professional CTE Teaching License is valid for five years and is renewable.

## Professional CTE Application Requirements

TSPC has approved the following advanced professional education programs to develop advanced level competencies required for promotion to the Professional CTE License:

* Advanced Professional Development Program developed by the applicant in conjunction with the employing district that includes professional development specifically tailored to the performance goals of the novice teacher to advance to a professional teacher level. For a more complete description of an Advanced Professional Development Program, see OAR 584-230-0030.
* A Degree Program: Admission to and completion of a bachelor’s, master’s, or doctoral degree program that is reasonably related to improving the pedagogy skills or subject-matter knowledge of the endorsement(s) on the Preliminary CTE license. The program must be regionally accredited or foreign equivalent.
* Advanced Licensure: Admission to and completion of a Commission-approved advanced licensure program.
* National Board Certification: National Board of Professional Teaching Standards certification, Career and Technical Education.
* ODE-approved and nationally recognized Professional Certification(s) related to the Career and Technical Education program area.
* Other acceptable advanced coursework or assessment approved by the TSPC Executive Director or the Director of Licensure as provided in OAR 584-200-0100, Waiver of Licensure Requirements by the Commission.

All evidence of advanced professional education programs must be equal to at least 150 professional development units as calculated in OAR 584-255-0010(3) and must have been obtained by the applicant after the date of issuance of their first non-provisional teaching license in Oregon.

To qualify for the Professional CTE Teaching License, an educator must obtain:

(a) Full-time Experience: Four full of years teaching experience in a 1.0 assignment; or

(b) Part-time Experience: Six full years of teaching experience in at least a .50 to .99 assignment. NOTE: Teaching experience of .49 or less is not eligible to meet any teaching experience requirement.

The applicant must obtain the teaching experience while holding a Restricted CTE, CTE I, CTE II, Reciprocal, Preliminary CTE or equivalent non-provisional CTE license from a National Association of State Directors of Teacher Education and Certification (NASDTEC) jurisdiction. The teaching experience must include a Teacher on Special Assignment (TOSA) or direct instruction of students as provided and must occur in an ODE-approved Career and Technical Education Program.

## Applying with the Teacher Standards and Practices Commission (TSPC)

Obtaining a Professional CTE License requires applying with the Teacher Standards and Practices Commission (TSPC). A completed TSPC application must be submitted directly through the [**eLicensing portal**](https://apps.oregon.gov/TSPC/eLicense)**.**  Once logged in, applicants follow instructions to apply for the license.